Effective Teamwork & Team Building

Course Outline
Training Program Description

Teams may be portrayed as effective work groups whose effectiveness rests in the degree of motivation, co-ordination and purpose and whose synergy produces an energy and creativity which beyond them as individuals.

Through the trainer's expertise and practical knowledge, you will be able to define the key concepts associated with team work and team building and you will be able to:
- Identify the main obstacles to effective team working.
- Understand the nature of the team formation process.
- Understand the critical components required for a high performance team.
- Use these components to build a team that works effectively as a unit where synergy is evident.
- Explain the benefits of developing and maintaining effective team working.

This Training Program is designed for

Managers, supervisors, team heads and team members

The Learning Model

The trainer uses up-to-date training techniques and a variety of training methods, to give all participants the best opportunities for learning, including:

- Class Session
- Group Discussions
- Simulations exercises
- Case studies and Problem Solving Exercises
- Individual assignments
- Templates and tools

Course Duration

14 Training Hours
Training Program Outline

Types of Teams
Formal Teams • Informal Teams

Characteristics of a Team
■ Membership is clearly definable.
■ Performance goals are well defined, clear and agreed.
■ Interdependency and collaboration are key to success
■ Identification changes the thinking from ‘I’ to ‘we’.
■ Shared values and principles unite the team.
■ Interaction and communication levels are high.

Stages of Team Development
■ Forming
■ Storming
■ Norming
■ Adjourning

Systematic Approach to Team Work
■ Scope and Expectations
■ Briefing, Training
■ Performing the Task
■ Monitoring and Reviewing

High Performing Team
■ Characteristics
■ Maintenance
■ Causes of low performance

Why Teams Fail
■ People
■ Communication
■ Resources
■ Objectives
■ Weariness